

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
ORGANIZATIONAL DEVELOPMENT SPECIALIST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 103315

Hours: 40 hours/week – Monday - Friday (First Shift)

Salary: \$74,924 – \$102,159 (MP-62)

Closing Date: August 12, 2013

Eligibility Requirement:

Candidates must have passed the **Organizational Development Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

This position will report to the Deputy Commissioner and will assist him, the Commissioner, and key leaders of the agency in facilitating the transformation of DDS to an organization able to fully implement the new mission and the five year plan through involvement of stakeholders and ensuring that data fully informs the change process. The person selected for the position will assist the Commissioner and Deputy Commissioner in identifying and addressing issues which are obstacles in achieving the desired vision/mission of the agency and in implementing processes/systems to advance the agency vision/mission and five year plan.

As an agency that generates hundreds of millions of dollars in revenue from the federal government, all change activities must integrate the significant federal process reporting and improvement requirements. Will serve as the DDS agency LEAN Coordinator.

Duties will also include overseeing the development of systems for analyzing quality data and ensuring production of reports to the federal government on meeting HCBS waiver assurances. DDS operates three Intellectual Disability waivers and has submitted an application for an autism waiver. This position will facilitate staff and other stakeholders to make organizational improvement based on data. We have to produce information for the federal government on those activities.

The position will also be responsible for advising leadership on quality improvement and facilitating quality improvement initiatives. Quality improvement activities are a requirement under the HCBS waiver and failure to complete them jeopardizes millions of dollars in Federal funding. The Center for Medicare and Medicaid Services (CMS) expects states to "follow a quality improvement (CQI) process in the operation of each waiver program." CMS contemplates the state setting up Quality Councils or other methods of securing input on quality improvement strategies. CMS wants to broaden stakeholder input in the quality improvement process which is not how Connecticut or other states traditionally have managed waivers. With nearly 10,000 people enrolled in waivers implementing a continuous quality improvement process and facilitating the activities is both complex and important and will involve many changes in process and many DDS employees. The Organizational Development Specialist will act as the change agent leading the development and implementation of quality improvement strategies.

The position will also coordinate the systematic involvement of stakeholders in creation of business requirements for development of a web based IT applications such as incident reporting.

Will perform related duties as required.

General Experience: Eight (8) years of professional experience in organizational development, quality management, organizational performance improvement or human resources management.

Special Experience: One (1) year of the General Experience must have primarily involved responsibility for planning, developing, coordinating and implementing quality planning processes and organizational development programs for the purpose of improving organizational efficiency and effectiveness.

Note:

1. Organizational development is defined as analysis and diagnosis of an organization for planned change efforts, the development and execution of successful planned change efforts, creation of a high performance organizational culture, leadership development and quality management which supports the agency's purpose, vision and mission.
2. If organizational development was not the primary focus of your job but was a significant responsibility, documentation and verification must be provided. This experience will be pro-rated accordingly.

Preferred Skills & Experience:

- Understanding of DDS process and procedures.
- Familiarity with DDS waivers and community services for people with intellectual disabilities and autism.
- Familiarity with system improvement strategies and techniques.
- Understanding of the advocacy movement for people with disabilities and the principles of self-determination.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. Non-State employees should submit 2 letters of reference. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.